UNITED STATES ARMY CONTRACTING COMMAND, EUROPE

GOVERNMENT PURCHASE CARD (GPC)PROGRAM

CUSTOMER AUTOMATION & REPORTING ENVIRONMENT (C.A.R.E.) TRAINING

ADP REQUIREMENTS

VERY IMPORTANT!!!

PC Pentium 120 MHz or higher

32 MB memory 64 MB recommended to run reports
Windows 95, 98, 2000, NT4.0 or higher

Browser with 128 bit encryption required
Internet Explorer 4.01
Netscape Communicator 4.50 or higher

33.6 Modem or higher or a LAN connection

IMO Support – Down Load JAVA Applets

C.A.R.E. TRAINING

HTTPS://CARE.USBANK.COM

Address https://care.usbank.com/ | Go | Links »

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C.A.R.E.
Customer Automation & Reporting Environment

USBank License Agreement

Customer Automation and Reporting Environment Terms
of Service

1.   ACKNOWLEDGMENT AND ACCEPTANCE OF TERMS OF CARE

The Customer Automation and Reporting Environment
(the "CARE"), owned and operated by U.S. Bank
National Association ("U.S. Bank"), is provided to
the customer under the terms and conditions of this
Customer Automation and Reporting Environment Terms
of Service (CTS) which incorporates by reference any
operating rules or policies that may be published by

[I Accept]   [I Decline]

To login, go to the above site and click on "I ACCEPT".
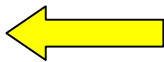
C.A.R.E. TRAINING

Approving Officials will receive their Username and Password from the RCO. Cardholders can create their own Username and Password by clicking on and completing the On-Line Registration section.

C.A.R.E. TRAINING

Cardholders will need to call the RCO to get the Relationship registration code and the User profile code information once they receive their card in the mail.

C.A.R.E. TRAINING

Zip Code:1st 5 digits

Expiration Date:Must be as shown on Card (00/05)

Enter all data as it appears on your GPC card.

C.A.R.E. TRAINING

Enter the data exactly as it appears on the envelope your GPC card came in.

User ID must be 7 to 12 characters.

Password must be 8 – 12 characters with at least one number.

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C.A.R.E.
Customer Automation & Reporting Environment

Username: [   ]

Password: [   ]   [Login]

Forgot your password? Click here

You must enter your **username** and **password**. The first time you enter your password you will be prompted to create a new one. Passwords must be 8 - 12 characters long and include at least one number. The system will not accept Special characters.

On-Line Registration

Help

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

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E-Services   U.S. Bancorp

- Transaction Management
- Reports
- E-Partners
- Communications
- Administration

Help

Log Out

Welcome to C.A.R.E.

This is the next screen you will see. The following items are available.

Transaction Management is used to update your purchases transaction log, reconcile and approve your purchases, and approve your monthly statement.

Reports are used to print your monthly statement.

Administration is used to change your password.

C.A.R.E. TRAINING

CARDHOLDER INSTRUCTIONS

Click on **_Transaction Management_**.
(It may take a few moments to load so be patient)

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

Highlight your account by clicking on your account number or name.

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

U.S. Bank C.A.R.E. Transaction Management

File   View   Help

Cardholder Accts | Transactions | Transaction Log

Select a cardholder account and cycle to view summary information.

Cardholder Account Number	Cardholder Name
471630000	REED,THOMAS,J

Cycle Date	Total Amount	Status
05/23/2003	1429.39	Open
04/23/2003	928.89	Unapproved
03/21/2003	1362.19	Approved
02/21/2003	2090.46	Approved
01/23/2003	909.08	Approved
12/23/2002	889.86	Approved

You must now click on a "***cycle date***" to review and approve your transactions.

Cardholder Account Summary Information for Selected Cycle

Cardholder Account Number: **471630000**

Cardholder Name: **REED,THOMAS,J**

Cycle Date:

Statement Status:

Approval/Rejection Date:

Approved/Rejected By:

Transactions Rejected:

Transactions Pending:

Total Amount Pending:

Transactions Approved:

Total Amount Approved:

Transactions Disputed:

Total Amount Disputed:

Total Number of Transactions:

Total Amount of Transactions:

Approve

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

Once you select a cycle date, the other tabs at the top will become active and allow you to select them.

Then click on the "***Transactions***" tab.

Cardholders can approve individual transactions as they post to your statement – you don't have to wait until the end of the billing cycle.

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

You will see all the transactions that have posted during the selected billing cycle.

You can see the transaction status, date of transaction, merchant name, etc.

In the middle of the screen you will see 5 additional **Transaction Data** tabs.

To ***approve transactions***, you have to select each one individually. Then click on the ***Log Detail*** tab.

U.S. Bank C.A.R.E. Transaction Management

File   View   Help

| Cardholder Accts | **Transactions** | Transaction Log |

Select transaction to view detail.   Selecting a Reject Reason Code will display the legend

Account Number: **4716300000**   Account Name: **REED,THOMAS,J**   Cycle Date: **04/23/2003**

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Pending	04/21/2003	IMPAC REBATE-THANK Y	09229	D	-27.10			
Pending	04/18/2003	FCC*FRANKLIN COVEY C	800-257-1812	UT	31.16			40564315-1
Pending	04/07/2003	AAFES WUERZBURG CA	APO AE	TX	3.60			0000000000000000
Pending	04/07/2003	AAFES WUERZBURG MAI	8700 WUERZBUR		7.62			0000000000000000
Pending	04/02/2003	VERSANDHANDEL MISCO	LANGEN		632.64			
Pending	03/27/2003	GSA/CUST SUP WUERZB	BURLINGTON	NJ	67.49			WK4FUB30867020
Pending	03/21/2003	AAFES WUERZBURG MAI	8700 WUERZBUR		35.85			0000000000000000
Pending	03/19/2003	GSA/CUST SUP WUERZB	BURLINGTON	NJ	177.63			WK4FUB30787004

Using the *Transaction Log* is mandatory.

View All

Search

| **Transaction Detail** | Additional Trans. Detail | Trans. Line Item Detail | Log Detail | Log Line Item Detail |

Status: **Pending**
Transaction Date: **04/21/2003**
Posting Date: **04/21/2003**
Processed By: **H600LTX1**
04/22/2003
Transaction Amount: **-27.10**
Allocation Details:

Merchant Name: **IMPAC REBATE-THANK YOU**
Dispute Reason:
VISA Description:

Approve

Dispute

Reallocate

Accounting Code	Amount	Percent
Default	-27.10	100.00

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

On the *__Log Detail__* tab, you will need to fill in as much information as possible for the transaction selected (highlighted in blue at the top of the screen).

Cardholders are required to fill in all data available for each transaction. If the purchase was made in a foreign currency, the **__Source Currency__** must be identified and the **__Source Amount__** must be entered.

U.S. Bank C.A.R.E. Transaction Management

File View Help

| Cardholder Accts | **Transactions** | Transaction Log |

Select transaction to view detail.   **Selecting a Reject Reason Code will display the legend**

Account Number: **47163000**   Account Name: **REED,THOMAS,J**   Cycle Date: **04/23/2003**

△	Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
	Pending	04/21/2003	IMPAC REBATE-THANK Y	09229	D	-27.10			
	Pending	04/18/2003	FCC*FRANKLIN COVEY C	800-257-1812	UT	31.16			40564315-1
	Pending	04/07/2003	AAFES WUERZBURG CA	APO AE	TX	3.60			0000000000000000
	Pending	04/07/2003	AAFES WUERZBURG MAI	8700 WUERZBUR		7.62			0000000000000000
	Pending	04/02/2003	VERSANDHANDEL MISCO	LANGEN		632.64			
	Pending	03/27/2003	GSA/CUST SUP WUERZB	BURLINGTON	NJ	67.49			WK4FUB30867020
	Pending	03/21/2003	AAFES WUERZBURG MAI	8700 WUERZBUR		35.85			0000000000000000
	Pending	03/19/2003	GSA/CUST SUP WUERZB	BURLINGTON	NJ	177.63			WK4FUB30787004

[View All]   [Search]

| Transaction Detail | Additional Trans. Detail | Trans. Line Item Detail | **Log Detail** | Log Line Item Detail |

Transaction Date: 04/07/2003   Need Date: / /   Requestor Name: MANAGEMENT BRANCH   [Save Log]
Date Received: 05/07/2003   Due Date: / /   Trans. Method: IN PERSON   [Reconcile]
                                                           Authorization #:
Merchant: AAFES WUERZBURG PX   Vendor Order #:
Transaction Amt.: 3.60   Freight Amount: 0.00   Other:
Sales Tax: 0.00   Misc. Amount: 0.00   Shipped To:

Source Currency: Comment:
Source Amount: 0.00

Once complete, click on the **__Log Line Item Detail__** tab.

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

Once the line item detail data has been input for the purchase, click the _**Enter**_ button and then return to the **Log Detail** by clicking the tab.

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

Once all data has been entered, click on *Save Log*. **This will approve the transaction**, and change the transaction status from pending to approved.

You will have to repeat this process to approve each transaction.

U.S. Bank C.A.R.E. Transaction Management

File   View   Help

Cardholder Accts | **Transactions** | Transaction Log

Select transaction to view detail.   **Selecting a Reject Reason Code will display the legend**

Account Number: **47163000**   Account Name: **REED,THOMAS,J**   Cycle Date: **04/23/2003**

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Reject Reason	Purchase ID
Pending	04/21/2003	IMPAC REBATE-THANK Y	09229	D	-27.10			
Pending	04/18/2003	FCC*FRANKLIN COVEY C	800-257-1812	UT	31.16			40564315-1
Approved	04/07/2003	AAFES WUERZBURG CA	APO AE	TX	3.60			0000000000000000
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Pending	03/27/2003	GSA/CUST SUP WUERZB	BURLINGTON	NJ	67.49			WK4FUB30867020
Pending	03/21/2003	AAFES WUERZBURG MAI	8700 WUERZBUR		35.85			0000000000000000
Pending	03/19/2003	GSA/CUST SUP WUERZB	BURLINGTON	NJ	177.63			WK4FUB30787004

View All

Search

Transaction Detail | Additional Trans. Detail | Trans. Line Item Detail | **Log Detail** | Log Line Item Detail

Transaction Date: 04/07/2003   Need Date: / /   Requestor Name: MANAGEMENT BRANCH

Date Received: 05/07/2003   Due Date: / /   Trans. Method: IN PERSON

Authorization #:

Merchant: AAFES WUERZBURG PX   Vendor Order #:

Transaction Amt.: 3.60   Freight Amount: 0.00   Other:

Sales Tax: 0.00   Misc. Amount: 0.00   Shipped To:

Source Currency:

Source Amount: 0.00   Comment:

Save Log

Reconcile

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

Reallocation

Reallocation is for those activities that will have more than one fund cite to choose from when approving transactions for payment. Your resource management will advise you on the use of this option.

On the Transactions Tab, go to **Transaction Detail**.

Click on **Reallocate**

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

The window **Reallocate Transaction** will appear.

The transaction will appear at the top. You will then select the reallocation data by choosing the appropriate **Alternate Accounting Code** from the drop down menu.

Your Resource Management office will give you additional guidance.

C.A.R.E. TRAINING

CARDHOLDER INSTRUCTIONS

Once you have chosen the alternate line of accounting, the Accounting Code information automatically populates.
(You cannot change this information)

Type in the **amount** or **percentage** of the transaction to be reallocated to the selected alternate accounting code.

You must reallocate 100% of the transaction amount to one of the listed alternate accounting codes.

You can then click on **submit** to approve the transaction.

Reallocate Transaction ☒

Transaction Information:

△ Status	Trans. Date	Merchant	City	State	Amount	Rejected
Approved	05/07/2002	EUROGROUP S.R.L.	PERNUMIA		2749.21	

Alternate Accounting Code: [DRM MGMT & MANPOWER ▼]

Accounting Code:

△	Segment Name	Value	Required
	APPROPRIATION DATA	212002200220200000	Y
	OAC		N
	ASN	3370	Y
	UIC	GPC0DM	Y
	PEC		N

[▼]

Amount:	0.00	or Percent:	0.00	Add
Remaining:	0.00		0.00	Delete

△	Accounting Code	Amount	Percent
	Default	2749.21	100.00
	New Entry		

[Submit]   [Cancel]

C.A.R.E. TRAINING

CARDHOLDER INSTRUCTIONS

Disputing Transactions

Transactions can be disputed in CARE.

Highlight the transaction and then click on the **Transaction Detail Tab.**

You will then have the option to Dispute the transaction by clicking on the **dispute** button.

U.S. Bank C.A.R.E. Transaction Management

File   View   Help

Cardholder Accounts | **Transactions** | Transaction Log

Select transaction to view detail.

Account Number: [redacted]   Account Name: **ANDERSON, DIXIE L**   Cycle Date: **09/25/2001**

Status	Trans. Date	Merchant	City	State	Amount	Rejected	Purchase ID
Pending	09/10/2001	B H SERVICES INC	RAPID CITY	SD	115.06		00000000000
Approved	09/11/2001	SERVALL UNIFORM & LI 605-3430680		SD	10.60		132120
Pending	08/29/2001	B H SERVICES INC	RAPID CITY	SD	185.73		00000000000
Approved	08/23/2001	B H SERVICES INC	RAPID CITY	SD	337.36		00000000000
Approved	08/23/2001	B H SERVICES INC	RAPID CITY	SD	18.34		00000000000

[View All]   [Search]

Transaction Detail | Additional Transaction Detail | Trans. Line Item Detail | Log Detail | Log Line Item Detail

Status: **Approved**   Merchant Name: **SERVALL UNIFORM & LINEN**

Transaction Date: **09/11/2001**   Dispute Reason:

Posting Date: **09/12/2001**   VISA Description:

Processed By: **AFDLANDERSON**

09/24/2001

Transaction Amount: **10.60**

Allocation Details:

Accounting Code	Amount	Percent	
Default	10.60	100.00	

[Approve]   [Dispute]   [Reallocate]

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

Dispute Transaction Form

Dispute Reason:*

ALTERATION OF AMOUNT
CREDIT NOT RECEIVED
DUPLICATE PROCESSING
INADEQUATE DESCRIPTION/UNRECOGNIZED CH
MERCHANDISE NOT RECEIVED
MERCHANDISE RETURNED
NOT AS DESCRIBED
OTHER REASON
SERVICES NOT RECEIVED
UNAUTHORIZED

In the **Drop Down List** you will **select** the reason for the Dispute.

You should use the comments sections to provide any additional information.

Once you have filled out the form you will click the **submit** button, or cancel if you don't need to submit the dispute.

You can also request a Sales Draft (receipt).

Comment:

Request Sales Draft

Submit   Cancel

DISPUTES HAVE TO BE SUBMITTED WITHIN _60 DAYS_ OF THE DATE OF THE STATEMENT ON WHICH THE TRANSACTION APPEARS. You can dispute a transaction even if it was previously approved – you just select the cycle date (statement) where the transaction appears and then dispute the transaction by following the procedures above.

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

After you have approved, disputed or reallocated all of the transactions for the billing cycle, you may now proceed to approve your statement.

Click on **Cardholder Accounts** tab

Approve the cycle by clicking on the **Approve** button. This is the final step in approving your statement.

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

REPORTS

C.A.R.E. TRAINING
CARDHOLDER INSTRUCTIONS

C.A.R.E. TRAINING

CARDHOLDER INSTRUCTIONS

C.A.R.E. TRAINING

CARDHOLDER INSTRUCTIONS

C.A.R.E. TRAINING

CARDHOLDER INSTRUCTIONS

After selecting your report, you then select the report period from the **Report By** block – the **Cycle End Date** option will reflect the data as it appears on the hardcopy statement.

From the drop down menus, select the appropriate Month and Year.

The **Show Allocation** section gives you the option to include the accounting classification data for your purchases in the report.

For the **Report Output**, you can select to view the report with the browser or you can view / save it as either an Excel or PDF file.

Now you can click on **Submit** to generate the report.

Cardholder Full Transaction Detail

Select Report: [Cardholder Full Transaction Detail ▼]

Report By: ⦿ Cycle End Date   ○ Posting Date Range   ○ Default Date

[Oct ▼] [2001 ▼]   From: [Month ▼] [Day ▼] [Year ▼]

To: [Month ▼] [Day ▼] [Year ▼]

Show Allocation: ○ Yes   ⦿ No

Report Output: ○ Browser   ○ Excel   ⦿ PDF   [Reset ▶] [Submit]

This is the report you will see if you select **PDF** as the report output format.

You should print the reports in **Landscape** format for best results.

If you choose **Excel** the report will open up as an Excel spreadsheet.

If you select the **Browser** option the report will open up as a new web page.

The recommended format is either Excel or PDF. Either format will allow you to save the reports to your computer.

Cardholder Full Transaction Detail

Cycle End Date: 10/25/2001
Managing Account Number:
Cardholder Account Number:
Cardholder Name:

Tran Status	Tran Date	Post Date	Trans Amount	Sales Tax	Purchase ID	Merchant Name	Authorize Number	Reference Number
Unapproved	10/05/2001	10/08/2001	$945.07	$.00	00000000000000000	B H SERVICES INC	020811	2427076127920054458008
Unapproved	10/10/2001	10/12/2001	$214.12	$.00	00000000000000000	B H SERVICES INC	097815	2427076128420054458011
Unapproved	10/10/2001	10/12/2001	$284.58	$.00	00000000000000000	B H SERVICES INC	099754	2427076128428652080101
Unapproved	10/10/2001	10/12/2001	$364.03	$.00	00000000000000000	B H SERVICES INC	089772	2427076128428652080102
Unapproved	10/10/2001	10/12/2001	$435.97	$.00	00000000000000000	B H SERVICES INC	033889	2427076128428652080103
Unapproved	10/10/2001	10/12/2001	$447.29	$.00	00000000000000000	B H SERVICES INC	097182	2427076128428652080104
Unapproved	10/10/2001	10/12/2001	$465.71	$.00	00000000000000000	B H SERVICES INC	014089	2427076128428652080105
Unapproved	10/12/2001	10/15/2001	$169.00	$.00	00000000000000000	B H SERVICES INC	000446	2427076128620054458010
Unapproved	10/12/2001	10/15/2001	$365.43	$.00	00000000000000000	MAIL BOXES ETC #3912	032481	2432301128625128402010
Unapproved	10/17/2001	10/19/2001	$265.09	$.00	00000000000000000	B H SERVICES INC	035380	2427076129128654458005
Unapproved	10/18/2001	10/22/2001	$27.89	$.00	01710480	KNECHT HOME CENTER	007331	2432300129213801710480
Unapproved	10/17/2001	10/22/2001	$59.85	$.00		IMPRESSIONS RUBBER STAMP	055537	2441789129436591292739
Unapproved	10/22/2001	10/24/2001	$188.36	$.00	00000000000000000	B H SERVICES INC	015589	2427076129620052080102
Unapproved	10/22/2001	10/24/2001	$147.34	$8.34	622950029	NATL SEMINARS 8006825061	026129	2441295129600100499020

Report Run Date: 10/31/2001 Time: 13.55.08

End of Cardholders Procedures Sections

APPROVING YOUR BILLING OFFICIAL ACCOUNT

Once your cardholders have approved their accounts, you as the Billing Official must review the cardholder accounts and certify your account for payment by DFAS. The billing official account includes all of the cardholder accounts under you. This incorporates a "checks and balance" to the expenditure of Government funds.

By you certifying your account for payment, you are agreeing that the funds were spent properly and only for official requirements, and acknowledge and accept pecuniary liability.

To review your cardholder accounts and to certify your billing official account take the following actions.

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- Account Setup
- Account Maintenance
- Transaction Management
- Status
- Reports
- Communication
- E-Partners
- Cost Allocation
- Administration

Help

Log Out

Member FDIC
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Transaction Management is used to review your cardholders' purchases, their purchases transaction logs, and to certify your statement for payment by DFAS.

Top of the Page

C.A.R.E. TRAINING
BILLING OFFICIALS INSTRUCTIONS

U.S. Bank C.A.R.E. Transaction Management

File   View   Help

Managing Accts   Cardholder Accts   Transactions   Transaction Log

Select a managing account and cycle to view summary information.

Managing Account Number	Managing Account Name		Cycle Date
4716304.........	HURLEY, DONNY		

Click on your name or account number to
bring up the cycle dates to choose from.

Managing Account Summary Information for Selected Cycle

Cardholder Statements Pending: Transactions Pending:

Cardholder Statements Approved: Total Amount Pending:

Cardholder Statements Returned: Transactions Approved:

Total Number of Cardholder Accounts: Total Amount Approved:

                                                  Transactions Disputed:

EDI Enabled: Total Amount Disputed:

Invoice Amount:

Cycle Status: Total Number of Transactions:

                                                  Total Amount of Transactions:

C.A.R.E. TRAINING
BILLING OFFICIALS INSTRUCTIONS

Next you will need to select the cycle date you want to enter.

C.A.R.E. TRAINING

BILLING OFFICIALS INSTRUCTIONS

Once you select the cycle date the Cardholder Accts tab will become active so that you can enter your cardholder accounts and statements.

U.S. Bank C.A.R.E. Transaction Management

File   View   Help

| Managing Accts | **Cardholder Accts** | Transactions | Transaction Log |

Select a cardholder account to view summary information.

Acting on behalf of Cardholder? No

Managing Account Number: **4716304** | Managing Account Name: **HURLEY, DONNY**

Cardholder Account Number	Cardholder Account Name	Total Amount	Status
4716300	BAZZOCCHI,ARTURO,~	0.00	Approved
4716300	BEDIN,TIZIANO,~	2134.90	Unapproved
4716300	PRETTO,CATHY,D	1946.58	Approved
4716300	ROSAS, FLORENCE	757.03	Unapproved
4716300	SCHMIDT,GEORGE,A	0.00	Approved
4716300	SULLIVAN, SELENE	150.98	Unapproved

Statement status

Select the cardholder you want to review by clicking on the name. This will activate the remaining tabs for transactions and the transaction log at the top of the screen.

Cardholder Account Summary Information for Selected Cycle

Cardholder Account Number:	Transactions Pending:
Cardholder Name:	Total Amount Pending:
Cycle Date:	Transactions Approved:
Statement Status:	Total Amount Approved:
	Transactions Disputed:
Approval/Rejection Date:	Total Amount Disputed:
Approved/Rejected By:	
	Total Number of Transactions:
Transactions Rejected:	Total Amount of Transactions:

Approve

C.A.R.E. TRAINING
BILLING OFFICIALS INSTRUCTIONS

Once a cardholder is selected you can click on the transactions tab to review the account activity for the selected billing cycle.

At the bottom of this page you will see a summary of the transactions for the billing cycle.

IF CARDHOLDER DOES NOT APPROVE THEIR STATEMENT WITHIN 15 CALENDAR DAYS AFTER THE CLOSE OF THE BILLING CYCLE THEY WILL BE LOCKED OUT OF C.A.R.E., AND THE APPROVING OFFICIAL MUST APPROVE THEIR STATEMENT BEFORE BEING ABLE TO CERTIFY THE BILLING OFFICIAL STATEMENT.

If your cardholder is unavailable (TDY, deployed, on leave, etc.) you can approve the cardholder statement for them by "Acting on behalf of cardholder". If within the first 15 days, you change the "acting on behalf of cardholder" button from NO to YES, if it is after 15 days do not change from no to yes because the cardholder is locked out and the approving official has to approve the statements.

To Act on behalf of the cardholder change button from NO to YES in the drop down menu.

Once all cardholder statements have been reviewed and approved, you must then **CERTIFY** your statement for payment. To do this go back to the Managing Accts tab by clicking on it.

C.A.R.E. TRAINING
BILLING OFFICIALS INSTRUCTIONS

C.A.R.E. TRAINING
BILLING OFFICIALS INSTRUCTIONS

As a BO, you or your Resource Advisor may need to track or look-up the expenditure of funds for certain periods of time. You can print a report that shows how much is spent using the following procedures.

C.A.R.E. TRAINING
BILLING OFFICIALS INSTRUCTIONS

Two of the most useful are the **Transaction Summary** and the **Cardholder Full Transaction Detail** reports

Click Here if you wish to use Default Dates (previous month)

Click here if you want to select your own range of dates

You have two different options for the report period. One is for the previous month – from the 1st through the last day of the month. The other is to create your own date range – up to 90 days. Best to create your own date range using the 24th of the month through the 23rd of the next month (cycle dates) to create a report that will reflect the transaction data for the billing cycle.

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Government Services

Monthly Transaction Summary

Would you like to save this report as:

- ⦿ An Excel File
- ○ View it on-screen
- ○ PDF

[Submit]

Select the report output format.

You should print the reports in **Landscape** format for best results.

If you choose **Excel** the report will open up as an Excel spreadsheet.

If you select the **Browser** option the report will open up as a new web page.

If you select PDF it will save as a PDF file.

The recommended format is either Excel or PDF. Either format will allow you to save the reports to your computer.

Then click on the **submit** button to download the report.

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Government Services

Monthly Transaction Summary

Please Select A Level

Level 1 Level 2 Level 3 Level 4 Level 5 Level 6 Level 7

00000   00000   00000   00000   00000   00000   00000

47163   00057   00088   04690   ▮▮▮▮▮   00000   00000

Now you must identify the account you want to print. Select your "Level 5" number (same as company number).

REMEMBER:

- Cardholders have 3 working days after Billing Cycle (23rd) to complete Transaction Logs, reconcile and approve of purchases.

- Billing Officials have 2 days after that to Approve Billing Statements.

- Billing Officials can act in behalf of Cardholders and complete Transaction Logs, reconcile and approve of purchases.

- 15 days after Billing Cycle, Cardholders are locked out of that cycle and Billing Official MUST complete the above.